



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title:	Central Records Manager	Requisition # 2014-22
Division:	Special Projects	
Reports To:	Chief of Staff	
Grade Level:	H17	
Salary:	\$64,000 - \$80,000	
FLSA Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

Job Summary

The Central Records Manager provides oversight, direction and planning for an enterprise-wide records management program. The position is responsible for the identification of business solutions and a records management strategy that enables the organization to effectively meet overall policy, goals and compliance requirements.

The Central Records Manager will lead the initiative to develop and institute centralized filing policies and procedures for the life cycle of hard copy and electronic records across the organization. The Manager will work with all SDA departments to identify existing filing methods and strategies to develop common standards throughout the organization. The Manager will provide periodic quality assurance inspections of SDA files and supervise CFR staff. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Lead the overall development and implementation of an enterprise-wide records management program to increase operational efficiencies and provide guidance to SDA Divisions to insure record consistency throughout the organization.
2. Document enterprise-wide records management processes and procedures and communicate the strategy throughout the organization. Prepares record & filing keeping process and procedural related presentations.
3. Research and recommend integrated solutions to resolve business issues through the use of industry best practices and available technology and systems to enhance operations and information retrieval.
4. Oversee SDA records retention schedule as well as interface between NJ State records retention departments (RMS/DORES).
5. Recommend solutions for common filing problems and for safeguarding and securing required records (including managing and securing confidential records).
6. Partner with Information Systems staff to assess and facilitate revised document filing standards along with eDCM system(s), to assure that filing of all SDA records are addressed in accordance with SDA Executive, legal and compliance mandates.
7. Manage document filing systems training and the development of filing documentation including process flows, training materials and user manuals.
8. Coordinate requirements and feedback from all project stakeholders, including SDA departments, Management Team, external stakeholders.
9. Research and make determinations as to the potential need to engage external business entities to consult with SDA on the delivery of a Records Management Program.

10. Ensure that the Central File Room (CFR) is working in coordination with Information Systems department to deliver comprehensive eDCM filing solutions for all SDA departments. This includes systems, system upgrades /updates, process changes, training, documentation, etc.
11. Supervise CFR staff, conducts performance evaluations, trains and mentors staff to achieve departmental and organizational goals.
12. Perform periodic compliance audits to ensure all departments adhere to record keeping and filing standards. Report findings to SDA management and make recommendations on quality assurance review of records retained by SDA.

Required Skills and Abilities

1. Ability to understand key business processes and develop technical solutions to enable employees to work effectively and efficiently.
2. Excellent written, verbal and listening skills with the ability to effectively interface with a broad range of audiences
3. Demonstrated ability to consult, negotiate, influence and build consensus with stakeholders to meet a common objective
4. Demonstrated leadership skills and the ability to establish and maintain cooperative working relationships in a multi-faceted environment.
5. Flexible, collaborative and proactive with the ability to positively impact both strategic and tactical initiatives.
6. Ability to adapt to changes in the work environment and manage competing demands.
7. Highly organized and detail oriented, strong analytical and problem solving skills.
8. Ability to gather facts from various sources and be resourceful in getting information that is not provided.
9. Understanding of the systems implementation process (SDLC).
10. Understand the business and legal benefits of records retention as they relate to government entities.
11. Working knowledge of electronic filing systems and the broad array of computer applications necessary to shift to a paperless filing system.
12. Familiarity with rules established by the Association of Records Managers and Administrators (ARMA).
13. Proficiency in Microsoft Outlook and Office Suite (Word, Excel, & PowerPoint).

Required Education and Experience

1. Bachelors' Degree in Business Administration or related discipline or equivalent related experience.
2. Minimum of five years supervisory experience; experience managing cross-functional teams of technical and non-technical staff desired.
3. Participation in the National Records Management Training Program a plus.

Physical Demands

Minimal

Certificates and Licenses Desired

Certified Records Manager (CRM) or Records Management Certificate